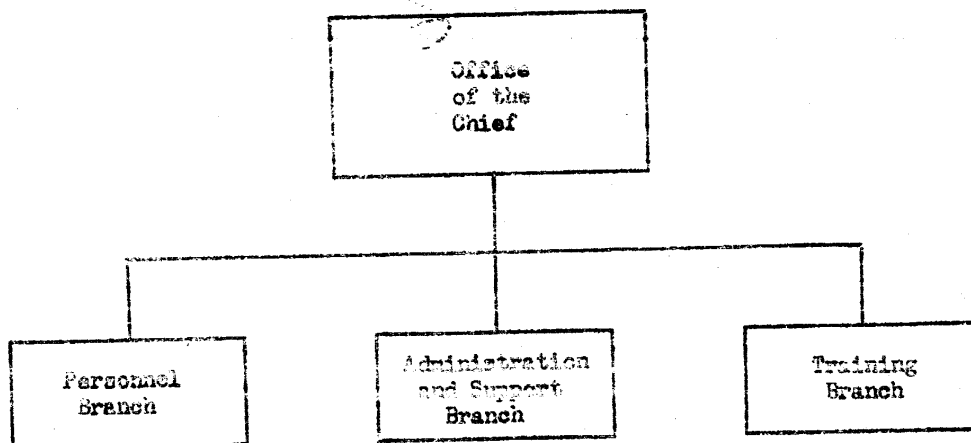


TAB

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Security Office

Proposed Organization of Administration and Training Staff



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STATEMENT OF FUNCTIONS

ADMINISTRATION AND TRAINING STAFF

The Chief, Administration and Training Staff, under the direction of the Director of Security, shall:

1. Assist and advise the Director of Security, staff and line chiefs in the development, application and review of all administrative activities of the Security Office.
2. In cooperation with the Security Service Board, formulate and execute internal personnel and training policy.
3. Develop personnel requirements, and conduct personnel functions involving the preparation, recording, review and disposition of personnel forms and records.
4. Develop training requirements for the Security Office, direct the formulation of security training programs and courses and schedule Security Office personnel for training.
5. Administer the Security Office records management program.
6. Advise in the preparation of staff and division budget estimates, prepare overall budget estimates and justifications, and assist the Director in presentation of budget material at Comptroller hearings.
7. Develop and control procedures governing Security Office issuances, and provide assistance to division and staff chiefs in the preparation of internal issuance or Agency regulations.

STATEMENT OF FUNCTIONS

PERSONNEL BRANCH

The Chief, Personnel Branch, under the direction of the Chief, Administration and Training Staff, shall:

1. Develop a program of personnel policies and administration for the Security Office within the framework of established Agency policies and regulations.
2. Advise staff and division chiefs on all phases of personnel problems.
3. Review personnel evaluations for Security Office personnel and provide advice and assistance to supervisors and personnel with respect to evaluations.
4. Maintain current information and status of Tables of Organization and Position Inventory records.
5. Review Personal History Statements and other data and interview prospective employees for referral to appropriate staffs or divisions.
6. Screen, control and initiate personnel action requests.
7. Provide support for the Office Career Service Board by providing advance information on returning personnel, maintaining rosters of personnel available for reassignment, and providing technical advice upon request.
8. Conduct exit interviews and recommend appropriate action to reduce personnel turnover.
9. Provide rosters containing work experience, qualifications, skills, area knowledge and area preference for all SO career designation to serve as a basis for Career Service Board action.
10. Conduct special briefings of all prospective Security Office personnel.

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11. Issue and maintain control of all credentials used by Security Office personnel.
12. Conduct continuing research in matters such as personnel utilization, absenteeism, turnover and recommend action to develop and maintain an efficient working force.
13. Control all cable and dispatch traffic pertaining to ██████████ career designation personnel.

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STATEMENT OF FUNCTIONS

ADMINISTRATION AND SUPPORT BRANCH

The Chief, Administration and Support Branch, under the direction of the Chief, Administration and Training Staff, shall:

1. Plan and develop initial Security Office budget.
2. Compile, analyse, and evaluate workload data and standards.
3. Furnish supplemental justification, coordinate replanning and rescheduling resulting from changes in estimates.
4. Interpret budget policy and directives, and transfer funds between allotment accounts as necessary.
5. Administer and control funds allotted to Security Office Review monthly reports and assure that funds are expended as programmed or revise allotments in keeping with current programs.
6. Recommend and establish Security Office policy and develop procedural instructions in connection with all administrative matters on more than one Security Office component.
7. Develop and maintain a Security Office manual showing organizational structure and functions, evaluate requests and recommendations for changes in organization, functional assignments and staffing and recommend appropriate action.
8. Maintain accountability for all housekeeping and technical property located outside of the departmental area.
9. Exercise administrative control over and furnish support to covert sites used by the Security Office.
10. Administer contractual arrangements of the Correspondents Program and with other service contractors.

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STATEMENT OF FUNCTIONS

TRAINING BRANCH

The Chief, Training Branch, under the direction of the Chief, Administration and Training Staff, shall:

1. Develop and conduct an internal Office-wide training program within the framework of established Agency policies and regulations.
2. Advise staff and division chiefs on all phases of training problems.
3. Conduct such lectures and courses in security control and operations which are provided by the Security Office.
4. Conduct security indoctrination classes for all new Agency personnel.
5. Maintain training rosters and schedule individuals for prescribed training.
6. Determine training requirements for technical security training for personnel of the Security Office and other offices of the Agency dealing with security matters and collaborate with the Office of Training to develop appropriate training methods, standards, facilities, and courses to fill these requirements.

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S E C R E T

ADMINISTRATION AND TRAINING STAFF

SECURITY OFFICE

DISCUSSION:

The assigned functions and the number of positions requested for this staff remains unchanged. In the past the staff has been unable to reach its full complement of personnel. With the mechanisms available to properly slot to maintain a full complement it is anticipated that the staff can properly handle the workload. The branch organization is considered proper with the training activities being recognized in a separate branch. As the training branch, in addition to coordinating normal training requirements, also develops and conducts extensive technical training program for agent and other personnel, branch recognition is considered desirable.

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